

# **Tempe Fire Department Policies and Procedures**

## **Awards and Recognition Standards**

### **106.01**

### **Rev 4-5-96**

The Tempe Fire Department Awards and Recognition Team is established to acknowledge individual and unit acts or work performance worthy of recognition.

### **NOMINATION OF AWARDS**

Any employee of the Department may nominate a person for an award. A unit award must be nominated by a chief officer. All nominations must include a statement which outlines the person's/unit's eligibility for that award. The award nomination should be forwarded in writing to the Awards Team. The Awards Team will acknowledge by E-mail or in writing the receipt of the nomination.

### **PRESENTATION OF AWARDS**

Awards will be presented bi-annually in the month of April, during an appropriate ceremony by the fire chief or his representative. Special awards may be presented during the course of the year. Citizen Award of Merit and Citizen Service Award shall be presented to the award recipient within an allowable time frame following the incident or event. Presentation of these two awards can involve participation by the nominator during the presentation ceremony.

### **CATEGORIES**

Award of Valor - Recognizes acts of extreme courage in face of great danger, placing oneself in danger to save or protect another, meeting the challenge presented by opportunity.

Distinguished Service - May be awarded to Fire Department members who have performed outstanding service to the Department or the community; including both emergency service and normal daily activities throughout the year.

Unit Award - Recognizes group activities. This award must be nominated by a chief officer.

Award of Merit - May be made to a Fire Department member based on performance of assigned duties, those duties having been carried out in an outstanding, superior manner such as to merit recognition for service to the Department.

Service Award - Recognizes high level of empathy, compassion, and service to the public.

Citizen Award of Merit - Recognizes those citizens meriting recognition for their lifesaving efforts of an individual during an emergency incident.

Citizen Service Award - Recognizes a citizen or group who has contributed personal time and effort and/or shown a high level of empathy and compassion in an exemplary manner to the public or the department.

Length of Service - Recognizes number of years of service given to the Department by members (5, 10, 15, 20, 25, 30, and 35 years).

### **REPORTING SYSTEM**

Forms for nominating will be available in all Fire Department stations, offices, and facilities. They may be filled out by any Department member. If nomination is related to an incident or particular event, it is recommended that a form be filled out while the incident is fresh in the nominator's mind. All completed forms should be forwarded as soon as possible to the Awards Team for verification and further review. The team will meet and choose award recipients. Nominations must be submitted by December 31 of each year to be considered for an award. As an example, nominations received before December 31, 1995, and December 31, 1996, would qualify for the spring 1997 banquet.

## **AWARD DECORATIONS**

Persons or groups named to receive awards, as outlined in the procedures, will be presented with the following:

<u>Award of Valor</u>	Gold medal with ribbon in a shadow box.
<u>Distinguished Service Award</u>	Silver medal with ribbon in a shadow box.
<u>Unit Award</u>	A plaque to each member, one plaque to their station.
<u>Award of Merit</u>	Plaque.
<u>Service Award</u>	Plaque.
<u>Citizen Award of Merit</u>	Glass-framed certificate.
<u>Citizen Service Award</u>	Glass-framed certificate.
<u>Length of Service Award</u>	
5 Years	Pin.
10 Years	Pin.
15 Years	Pin.
20 Years	Gold pin.
25 Years	Gold pin.
30 Years	Gold pin.
35 Years	Gold pin.